

Schedule 37-390

DEPARTMENT OF ROADS MATERIALS AND RESEARCH DIVISION

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA	SCHEDULE
	37-390
	AGENCY, BOARD OR COMMISSION
	DEPARTMENT OF ROADS
	DIVISION, BUREAU OR OTHER UNIT
	MATERIALS and RESEARCH DIVISION
	Supersedes Materials and Tests Division, 37-530, Edition of September 15, 2000

PART I -- AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE	
TITLE	Director
DATE	11/30/03

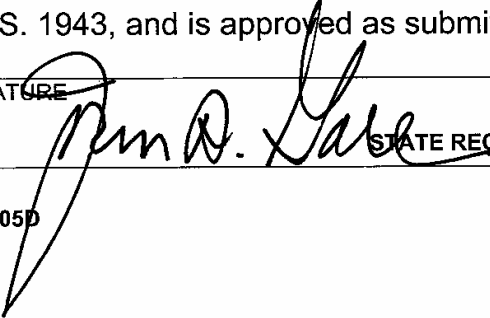
PART II - ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE	DATE
 Andrea I. Falt	Nov. 13, 2003
STATE ARCHIVIST	

PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE	DATE
 RMA	Nov 17, 2003
STATE RECORDS ADMINISTRATOR	

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guideline for storing and disposing of agency records, regardless of the media on which they reside. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

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SCHEDULE 37-390 – DEPARTMENT OF ROADS MATERIALS AND RESEARCH DIVISION OE #390

37-390-195 PILE RECORDS

Includes all records pertaining to bridge pilings. No microfilm work copy will be made.

ORIGINAL RECORD: Microfilm for security, scan to CD, and return to the Materials and Research Division; retain permanently.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

CD SECURITY COPY: Transfer to the State Records Center; dispose of after 15 years.

CD WORK COPY: Dispose of after 15 years.

37-390-192 PROJECT CORRESPONDENCE AND TEST REPORTS

All correspondence and test reports pertaining to numbered projects, highways, buildings, bridges, etc.

ORIGINAL RECORD: Microfilm and destroy biannually.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

37-390-171 TEST BORINGS, SUMMARY OF

Samples taken during bridge and road construction. No microfilm work copy will be made.

ORIGINAL RECORD: Microfilm and scan to CD; dispose of after 3 years.

SECURITY MICROFILM: Transfer to the State Records Center; dispose of after 75 years.

ELECTRONIC DATA: Backup weekly; dispose of after 3 years.

SECURITY BACKUP COPY: Dispose of after superseded.

CD SECURITY COPY: Transfer to the State Records Center; dispose of after 15 years.

CD WORK COPY: Dispose of after 15 years.

37-390-172 TEST REPORTS, MATERIALS (PROJECT ORIENTED)

Reports on project materials such as high tensile bolts, reinforcing steel, barricade warning lights, concrete pipe products, etc., which are stockpiled at various suppliers and producers for future use on highway projects.

ORIGINAL RECORD: Microfilm with Project Correspondence and Test Reports, Records Retention Schedule Item #37-390-192, and destroy biannually.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

37-390-173 TEST REPORTS, MATERIALS (STOCKED ITEMS, NON-PROJECT)

Reports on primarily maintenance oriented materials such as aluminum sign blanks, log chain, fencing materials, paints, oils, piling, tire chain, etc., that are sampled and tested for quality assurance, usually stocked at Logistics Division.

Dispose of after 2 years, provided review and approval by the Division Head has been completed.

37-390-193 TEST REPORTS, OTHER

Reports on quality tests of materials such as cement, asphalt, etc., which may be used on a highway project, but are not tied directly to a project and are not retained in project files.
Dispose of after 5 years.

37-390-194 TROXALERT CALIBRATION RECORDS

The TroxAlert is a radiation survey meter used to detect alpha, beta, gamma, x-ray radiation. This unit is used before servicing nuclear density gauges. The TroxAlert must be calibrated annually.

ORIGINAL RECORD: Scan to CD and dispose of after superseded.

CD SECURITY COPY: Transfer to the State Records Center; dispose of after superseded.

CD WORK COPY: Dispose of after superseded.

**37-390-186 WATER WELL INFORMATION AND DATA SHEET (NDOR
PROPERTY WELLS ONLY) (OBSOLETE 2002)**

Shows depth of drilling, size of casing, type of packing. Also provides results of quarterly water samples.

Dispose of after well is closed/sealed or passed on to a new owner.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size	8 cubic feet
Lateral File, 4 drawer/shelf letter-size	9 cubic feet
Lateral File, 4 drawer/shelf legal size	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load	50 cubic feet